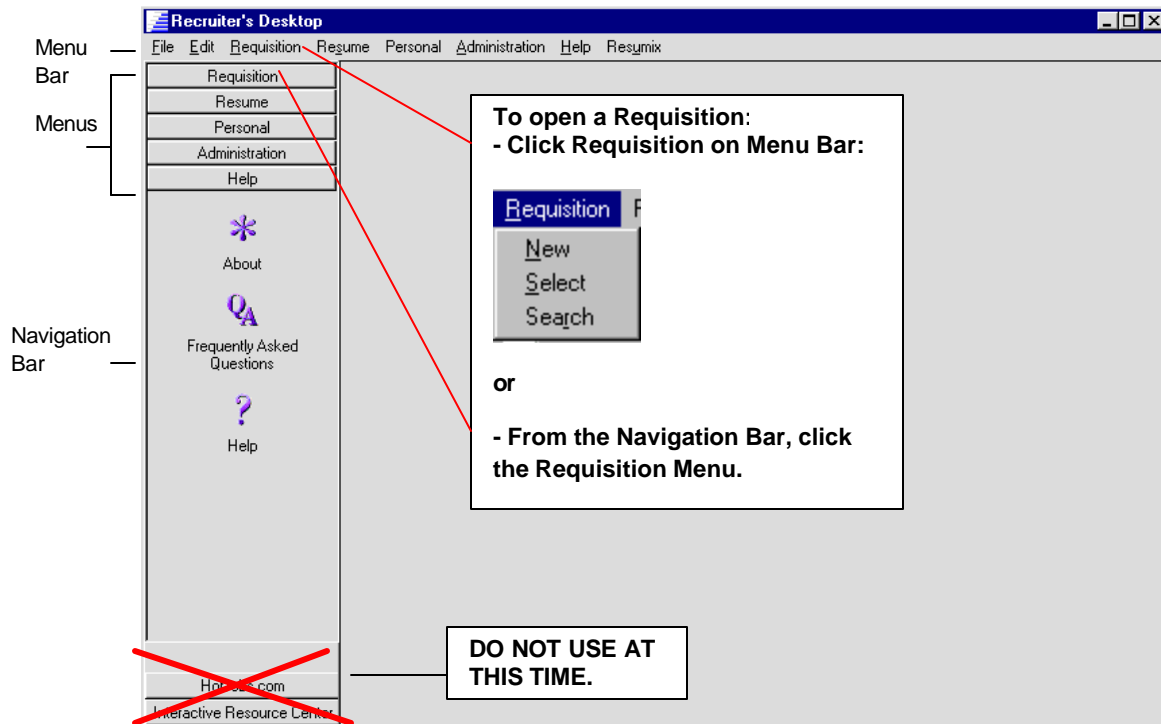


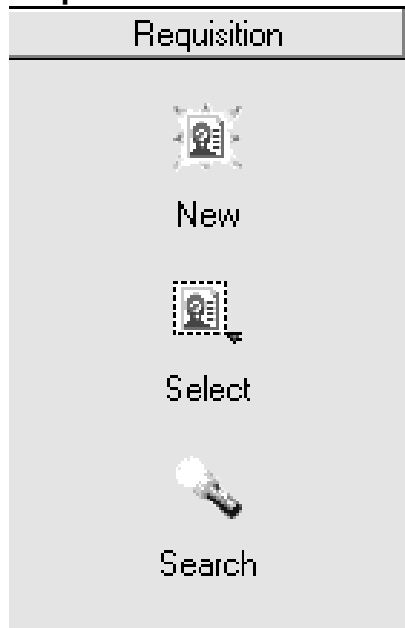
Chapter 3 – Creating and Maintaining the Resumix Requisition

Reviewing the Recruiter's Desktop Window

Use this feature to create requisitions.



Requisition Menu



NEW	Create a new requisition.
------------	---------------------------

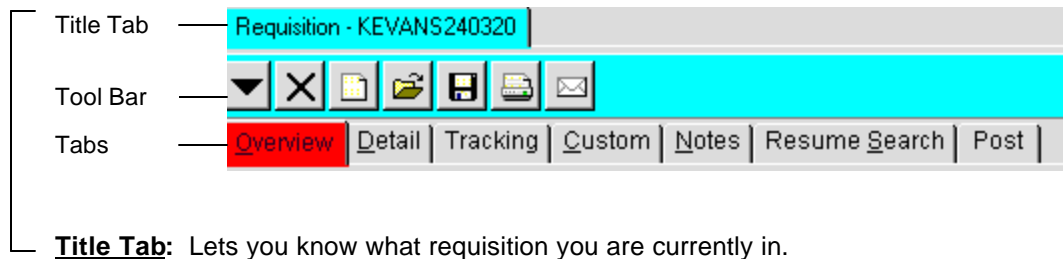
SELECT	Select an existing requisition from a list.
---------------	---

SEARCH	Search for an existing requisition.
---------------	-------------------------------------

Requisition Window

A requisition identifies and defines job openings or opportunities.

Let's review the Title Tab, Tool Bar, and Tabs that appear in a Requisition Window.

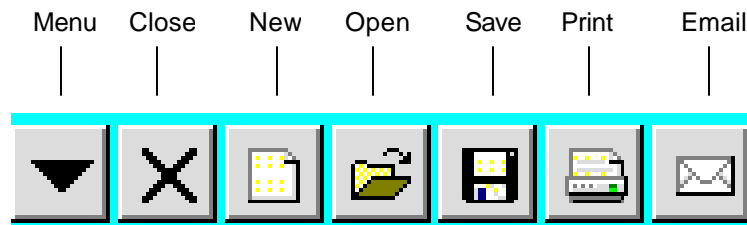


Title Tab: Lets you know what requisition you are currently in.

- **Note:** All requisition names must follow the naming conventions found in Chapter 1 of the User's Guide to Posting External/Internal Vacancy Announcements located at:









<http://www.afpc.randolph.af.mil/dpc/staffing/guides/guides.htm>

Tool Bar:



Tool Bar:



Button.....	Enables you to.....	Or Use Button on Tool Bar.....
 <div> <div>File ▶</div> <div>Options ▶</div> <div>Help ▶</div> <div> <div>New Ctrl+N</div> <div>Open Ctrl+O</div> <div>Close</div> <div>Save Ctrl+S</div> <div>Save As</div> <div>Rename</div> <div>Delete</div> <div>Print Ctrl+P</div> <div>Email</div> </div> </div>	<p>New: Create a new requisition.</p> <hr/> <p>Open: Open an existing requisition. The system will display the Requisition Search Screen. If you know the full name, type it in. If you know part of the name, type the first few characters followed by a wild card “ * “.</p> <hr/> <p>Close: Closes the window you are currently in.</p> <hr/> <p>Save: Saves the requisition under the current name displayed in the Title Tab.</p> <hr/> <p>Save As: The ability to <u>copy</u> an existing requisition and save under a different name. This feature will be used frequently in lieu of the Rename option.</p> <hr/> <p>Rename: Renames <u>and</u> replaces the requisition. This function will rarely be used. We will be using the “Save As...” in most instances. (We will not use this functionality in Resumix.)</p> <hr/> <p>Delete: Deletes the requisition. Note: If candidates are tracked to the requisition, it cannot be deleted.</p> <hr/> <p>Print: Print the requisition overview by choosing Print, Current, and Overview from the dialog box.</p> <hr/> <p>Email: Send email.</p>	 <hr/>  <hr/>  <hr/>  <hr/>  <hr/>  <hr/> 

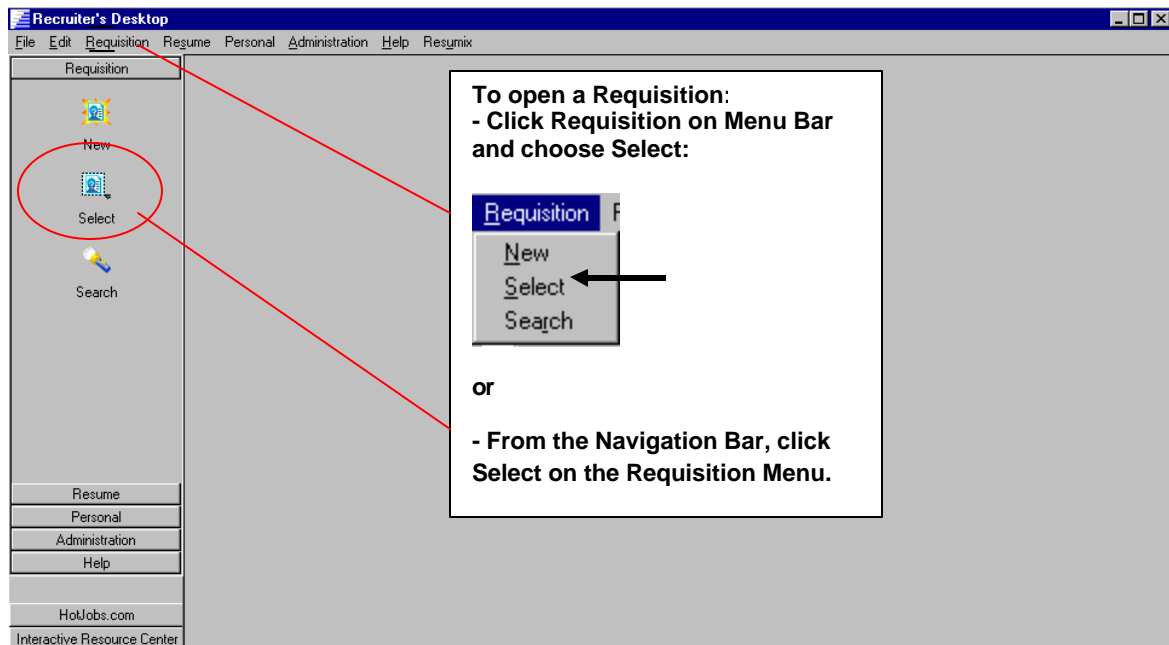
Options>: Allows you to create vacancy announcements and referral certificates. **(We will not use this functionality in Resumix.)**

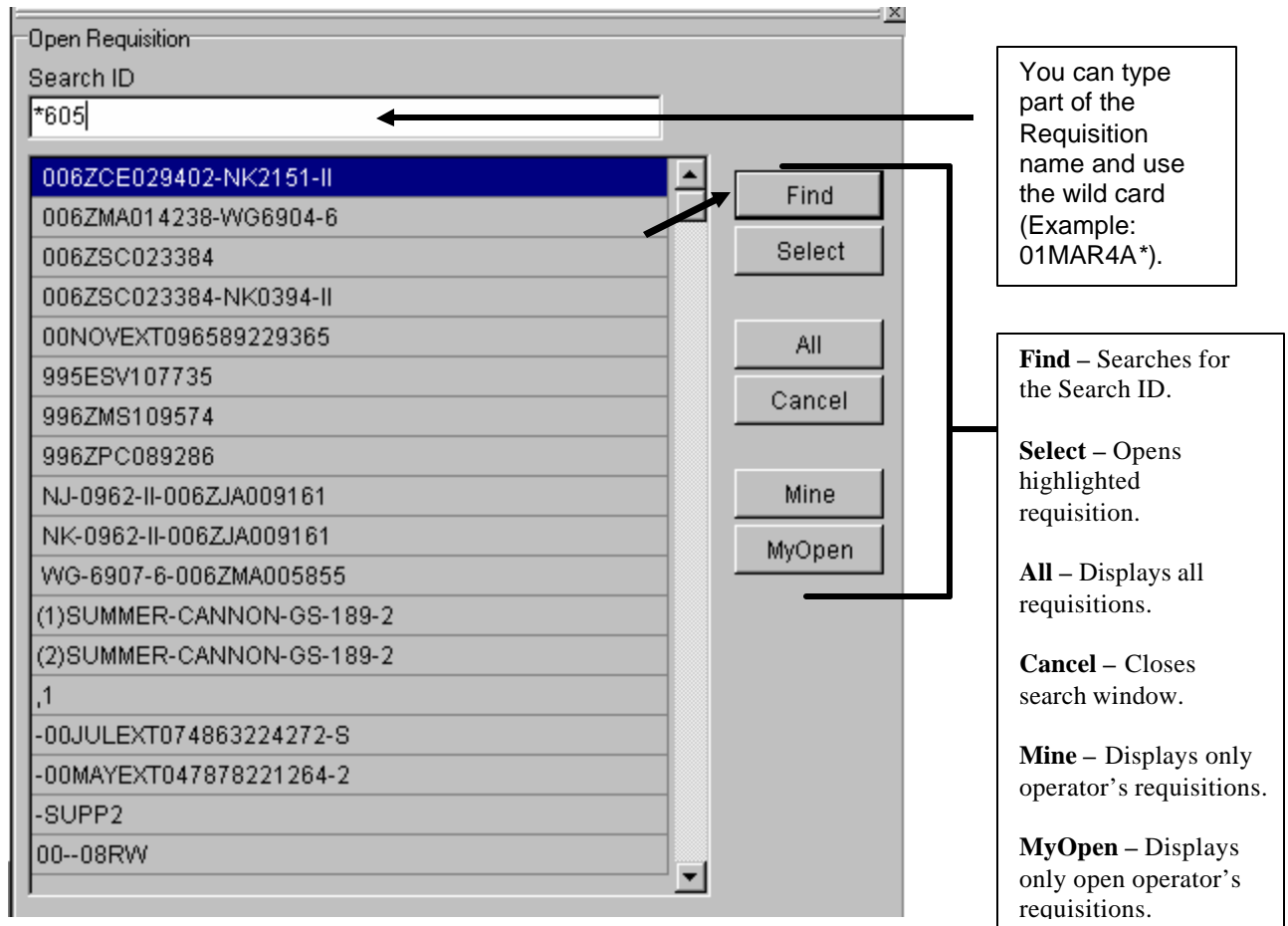
Help>: Contains various help topics and most frequently ask questions.

Select an Existing Requisition

If your requisition was created by the Request for Personnel Action (RPA) in Modern DCPDS, the requisition number will be the RPA number.

1. From Recruiter's Desktop, choose **Select**. (If requisition number is unknown or you would like to search requisitions by Recruiter, Base, etc., choose **Search**.)





2. Locate the requisition ID in either of two ways:
 - Scroll the list using the scroll bar;
 - In the Search ID field, type the Requisition ID, and click "**Find**".
3. Click on the requisition you want to display (it becomes highlighted).
4. Click **<Select>**.
5. The **Requisition** Window will display. Most of the information on the requisition will already be filled out for you. However, there are a few fields that will be blank that require data for the Vacancy Announcement and CPDSS to process correctly. See User's Guide to Posting External/Internal Vacancy Announcements at:

<http://www.afpc.randolph.af.mil/dpc/Staffing/Guides/Guides.htm>

Tab - Detail

When you create a new requisition, you should start with the **Detail** tab. This tab has three minor tabs: **Administrative**, **Job**, and the **Department Tab**.

Minor Tabs

- **Administrative Tab:** The Administrative Tab enables you to enter the Recruiter's name, status of the position, date needed, CPO HR representative, number of openings, posting status, location, shift information and to view the automatically entered history status and date.

The following summarizes the fields and options on the **Administrative Tab**:

Recruiter: Specify the recruiter's (staffing specialist's) name from the list of people identified as recruiters. (Mandatory)

Status: Specify if the position has been Canceled, Filled, on Hold, Job Filled Other Means, Open, Pending, Query, or Returned. Pending is the default when a new requisition is created. Must be changed to **Open** to post an announcement. (Mandatory for Vacancy Announcement)

Date Needed: Specify the date the job is needed. The date format is as follow MM/DD/YYYY, 9/27/1999. Will automatically flow from the Request for Personnel Action (RPA) in the Modern DCPDS.

HR Rep: (Leave Blank) In order for this field to be functional, ALL the Human Resources Reps must be built in the system up front and maintained on a continuous basis. The system does not allow you to manually type a name.

Openings: Specify the **Total** number of openings for the requisition. The Resumix system calculates the **Filled** and **Remaining** Opening fields automatically. (Mandatory for Vacancy Announcement)

- **Note:** The Resumix system enables you to have multiple job openings for a single requisition. This reduces the number of requisitions you need to create and manage. The fields in the “Openings” area enable you to set the total number of openings and monitor the progress made toward filling all the vacancies.

History: (View Only) The system automatically enters changes to the requisition status.

Post: Insert a check mark if you will be creating a Vacancy Announcement to be posted to the Interactive Voice Response System (IVRS) and AFPC WEB. (Mandatory for Vacancy Announcement)

- **Note:** **Do not** check the “Post” field until you are ready to post the Announcement to the WEB/IVRS.

Budgeted: (Leave Blank)

Location: Specify the job location of the position being filled. This field will automatically flow from the RPA when integrated with the Modern DCPDS. (Mandatory for Vacancy Announcement)

Shift: Specify the shift.

- **Job Tab:** The Job Tab enables you to enter job information, job description information, recruitment KSAs and any other pertinent information to be posted to the Web.

YIELD

If Changing Code, See Warning Below

Note: Cut and paste the KSAs, or manually type them. Use the “Ctrl C” and “Ctrl V” keys to accomplish the cut and paste functions. Note: If your base uses the DoD Core Doc application this information will flow from the job description in Modern DCPDS.

- **Note:** When posting announcements, make sure the information in the Description area has been checked for cohesiveness, and grammatical errors. Whatever you place in this block will be posted to the Web and IVRS for all applicants to see. This description will also be used when building your job analysis. This description will be used to identify the Resumix skills that will be used to determine basic eligibility and/or rank and rate external applicants.

The following summarizes the fields and options on the **Job Tab**.


Code: The Occupational Series of the position. **IVRS requires 8 digits in this field**, therefore, you must use the drop down menu to obtain the correct number of digits. (Mandatory for Vacancy Announcement). If information flowed from the RPA in Modern DCPDS, must convert 4-digit code to 8 digits.

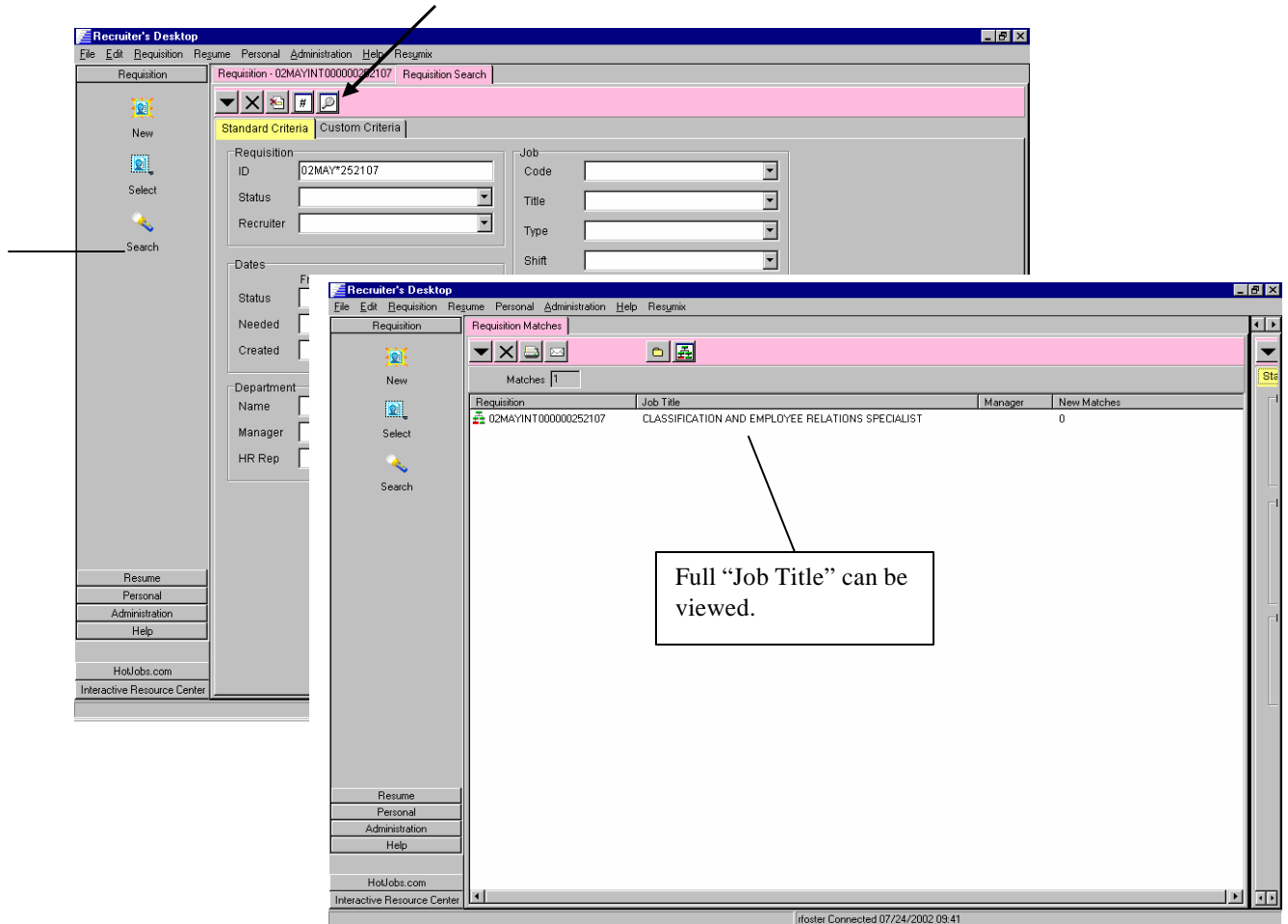


Warning: If there is information in the Description area, **before you select your Occupational Series**, highlight and copy all the information in this block ‘Ctrl C’. After selecting your Occupational Series go back to the Description area and press ‘Ctrl V’ to paste the information back into this area. **If you do not follow these procedures, once you select your Occ Series, your Description Information will be deleted.**

If you are still unable to view the appropriate title, select the title that is most probable to your job.

Once the Requisition is saved, go to the **Requisition Search Screen** and search for the

Requisition by the ID and press the . From the “Requisition Match” List you will be able to see the Title’s full text. If the incorrect title is selected, repeat the previous steps until the correct title is selected. (Note this is a temporary fix until a more permanent solution can be accommodated.)



Type: Leave Blank

EEO Type: P = Professional, A= Administrative, T =Technical, C = Clerical, O = Other, and B = Blue Collar (PATCOB). Automatically populates when occupational series is selected from the drop down menu. (Mandatory for Vacancy Announcement)

Title: The system will automatically populate when the Code (Occ Series) is selected. If title is not listed, contact the AFPC Clearinghouse. **You cannot create new titles.** (Mandatory for Vacancy Announcement)

- **Note:** If the Job Title has a **prefix** of Supervisory, Lead, Deputy and/or a **suffix** of Office Automation, Stenography, Stenography/Office Automation, Typing, Data Transcriber, Data Transcribing, Foreman, Leader, Helper, Worker, or Supervisor, you will have to go to the **Custom** fields Tab under the General Group select **Prefix Subject Matter** and/or **Post Subject Matter** to complete the title.

Class: Work Schedule of the position. (Mandatory for Vacancy Announcement)

B= Baylor Plan	P= Part-Time
F= Full-Time	Q= Part-Time Seasonal
G= Full-Time Seasonal	R= Part-Time On-Call
H= Full-Time On-Call	S= Part-Time Job Sharer
I= Intermittent	T= Part-Time Seasonal Job Sharer
J= Intermittent Seasonal	Y= Not Applicable

Salary: Enter the Salary Range of the position (up to 15 characters) example: 35000-58000 (Mandatory for Vacancy Announcement)

- **Note:** Do not use special characters such as dollar signs (\$), spaces, commas, or periods between the salary amounts. For FWS positions, convert the hourly rate to an annual salary.

Description: Use the description workspace area to store a detailed description of the job and the recruitment KSAs. The KSAs must be copied and pasted or manually typed into this area. The information will only flow if the COREDOC is built in the Modern DCPDS and is attached to the RPA. (Mandatory for Vacancy Announcement)


- **Note:** This area is very important. This is the description of the duties that will be posted to the IVRS and the Web. If you have misspelled words and/or incorrect grammar, it will be posted to the Web for the world to see. Be very careful!!!!
- **Note:** This is also the area used to create your job analysis, if one is not already available for use in filling this job in CPDSS.

- **Department Tab:** (Leave Blank) This tab enables you to specify department and manager information.

➤ **Note:** In order for this functionality to work, ALL of the managers in the Air Force would have to be built into the system. The system does not allow you to manually add names. For this reason, the Department tab will not be used.


Overview | **Detail** | Tracking | Custom | Notes | Resume Search | Post

Administrative | Job | ~~Department~~

Number 

Name

Manager

Last Name 

First Name

Phone

Email

Fax

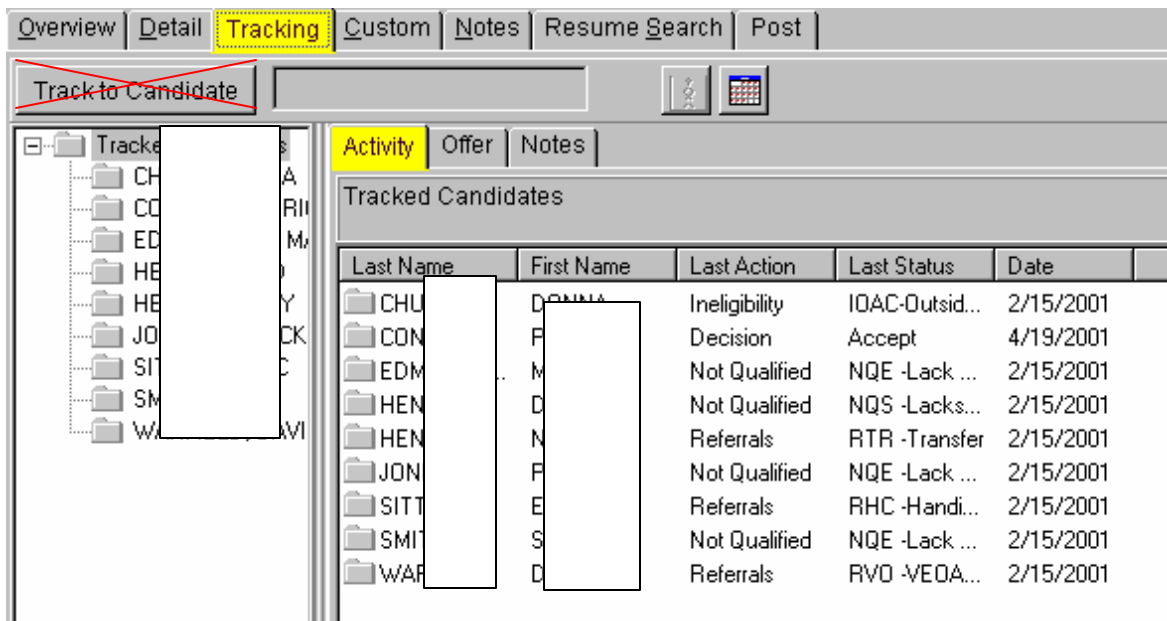
Mail Stop

Building



Tab - Tracking

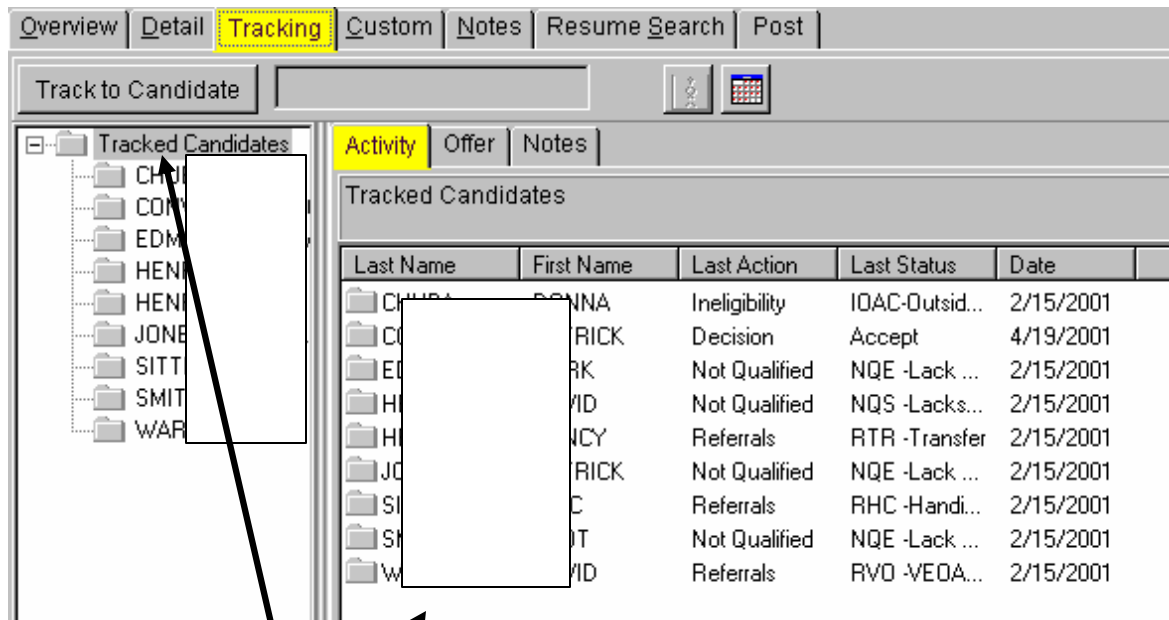
The Tracking tab enables you to view the list of candidates who have been tracked to the requisition. This tab enables you to view the candidates' name, action, status, and date. You can review this tab to find out what IVRS will voice back to the candidates. **Tracking candidates** is extensively explained in Chapter 6 and 7.

- **Activity Tab:** The Activity Tab enables you to view all tracking actions and status.

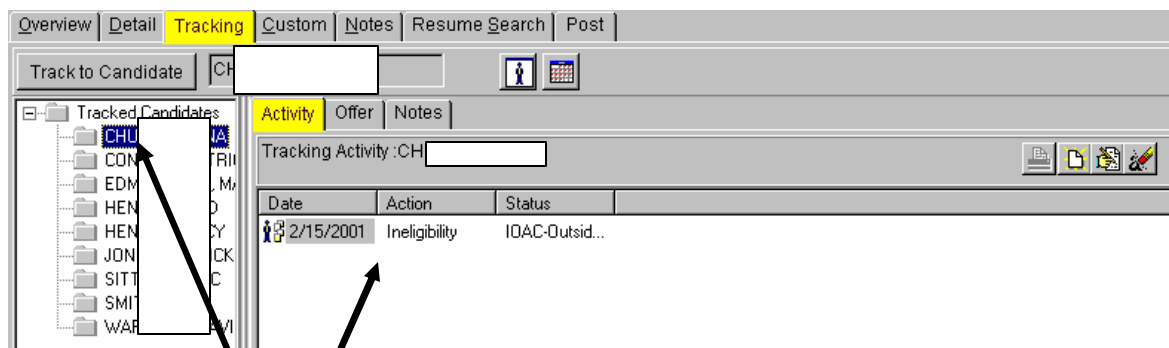


The following table summarizes the fields on the **Activity** tab.

Item	Enables you to...
	Track a candidate to the requisition. We Do Not Use at this point. This area will automatically be updated from the CPDSS CRR. (After the selection is made you will need to update this section. Chapter 7 discusses this in detail.)
	Schedule interviews. This button invokes the Microsoft Schedule+ or Microsoft Outlook application. These applications work independently of the Resumix system. Note: We Do Not Use.
Last/First Name	Last/first name of candidate.
Last Action	View the most recent tracking action
Last Status	View the most recent status.
Date	View the date of the most recent action and status.



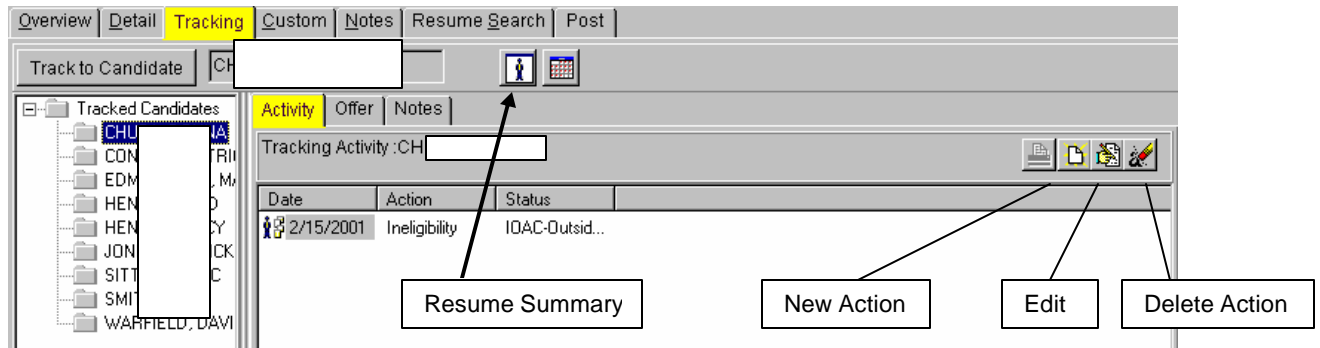
With **Tracked Candidates** selected in the left window, the right window shows all candidates tracked to your requisition (default setting).







By selecting a candidate in the left window, the Tracking Activity of the applicant for that requisition appears in the right window.

! Tip: Use your arrow down key on your keyboard to view each applicant's Tracking Activity.

Overview of Tracking Activity Window:



Button	Enables you to...
	Resume Summary - Access the identified candidate's resume summary.
	New Action - Allows you to add new tracking codes. You can add multiple tracking codes by clicking the New Action button.
	Edit Action - Allows you to change an existing tracking code.
	Delete Action - Clears tracking information on the tracking code you have selected.

NOTE: The above features will be described in more detail in Chapter 7.

Tab - Custom

The requisition Custom tab enables you to identify other information pertinent to the job being filled. Information on completing the Custom tab can be found in the User's Guide to Posting External/Internal Vacancy Announcements located at:






<http://www.afpc.randolph.af.mil/dpc/Staffing/Guides/Guides.htm>

Let's review the different data types available on this tab.


The screenshot shows the 'Requisition - KEVANS240323' interface. The 'Custom' tab is selected. Callouts include:

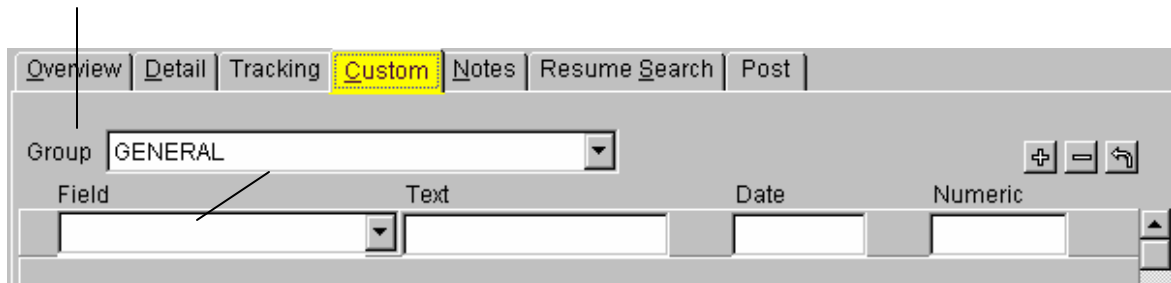
- Add a new custom field.** Points to the '+' icon.
- Delete a custom field.** Points to the '-' icon.
- Drop down menu.** Points to the 'GENERAL' dropdown menu.
- Cancel all changes made and revert back to last saved.** Points to the circular arrow icon.

The interface shows a 'Group' dropdown set to 'GENERAL', and a table with columns: Field, Text, Date, and Numeric. Each column has a corresponding input field.

Area	Enables you to enter...
Group	The top level in which fields are organized.
Field	The specific custom field within a group.
Text	Up to 30 alpha-numeric characters.
Date	Dates in the following format m/d/yyyy, 08/23/1999
Numeric	Whole numbers limited to nine digits
	Add a new custom field.
	Delete a custom field.
	Cancel all changes made and revert back to last saved.
	Drop down menu.
 (Not on this screen shot)	Whenever you see an open folder, a menu exists. You must select from the menu unless the system notifies you of a specific field not to be used.

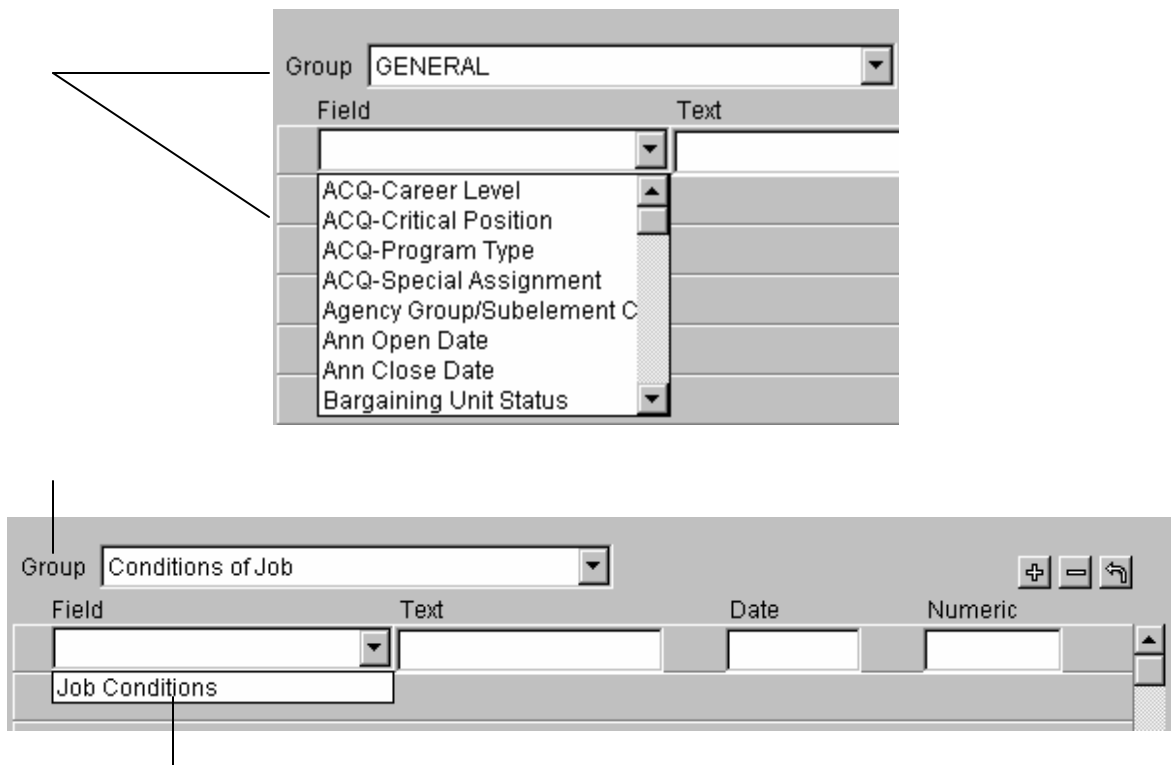
Group Field

To select a **Group**, click the drop down menu button .



There are multiples groups in which fields are stored. Depending on the **Group** you select, the custom fields available under that **Group** will be different.

For example:



Adding/Deleting Custom Fields

1. Click the **Field** and choose a field from the list.
 2. In the **Text**, **Date**, and/or **Numeric** fields, enter values by using one of these methods:
 - Click the open folder (if it exists) to the right of the field and select from the list.
 - Type the information if no list is available.
 3. To add another field under this group click the **New/plus** button .
 - **Note:** The field that you specified in step 2 is automatically entered in the new line.
 4. To change the Field, repeat steps 2-3.
 5. To change the group, repeat steps 1-2.
 6. To remove a line, click the line and then click the **Delete/minus** button and **Yes**.
 7. To revert to the last-saved version of the information, click the **Cancel** button then **Yes**.
 8. Repeat this process until you have added all of your fields.
- **Note:** Much of the data will automatically populate to the requisition from the Modern DCPDS. Review the fields that are appropriate to your requisition.

Multiple Value Custom Fields

Some custom fields may have multiple values.

Sample of Custom Fields under General with Information Selected:

Requisition - 01MAYEXT7W0986010605


Overview | Detail | Tracking | **Custom** | Notes | Resume Search | Post

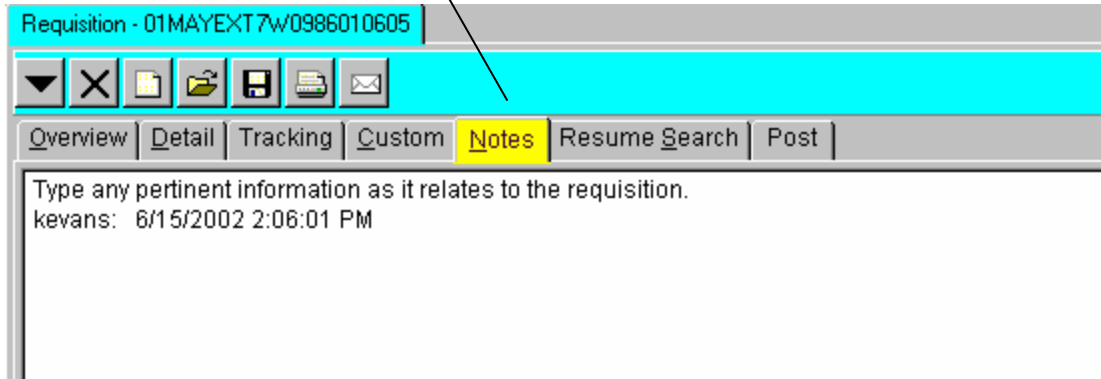
Group: **GENERAL**

Field	Text	Date	Numeric
Ann Open Date		5/25/2001	
Ann Close Date		6/7/2001	
Bargaining Unit Status	AF1160		
Format			2
Grade/Level			5
Pay Basis	PA		
Pay Plan	GS		
Post Subject Matter	A - Office Automation		
Servicing Agency	AF		
Servicing Office ID	7W		
Source Post	2 External Announcemen		
Target Grade/Level			5
Temp Employment	N		

! Tip – Remember, you can review all custom fields selected under the **Overview** tab under Requisition.

Tab - Notes

The Notes tab enables you to enter notes. The User's Resumix System Login ID, date and time stamp appear every time information is entered or edited and then saved  in the Notes area.



Requisition - 01MAYEXT7W0986010605

▼ × [print] [save] [email]

Overview Detail Tracking Custom **Notes** Resume Search Post

Type any pertinent information as it relates to the requisition.
kevans: 6/15/2002 2:06:01 PM

Note: Any notes that are part of the Requisition will automatically transfer to the CPDSS Notes area during the import of candidates from the Resumix Match List. **Once the note becomes a part of CPDSS (CRR Properties Screen, Additional Information box) it cannot be removed.**

Tab – Resume Search

The Resume Search tab enables you to create a resume search to find matching resumes based on the Self-Nomination Number.

To create a resume search, click **<Create New Search>**.

The screenshot displays the 'Resume Search' tab within a software interface. At the top, a header bar shows the requisition number '01MAYEXT7W0986010605' and a series of tabs: Overview, Detail, Tracking, Custom, Notes, Resume Search (which is currently selected and highlighted in yellow), and Post. Below the tabs, the main content area features three distinct sections. The first section includes a 'Display Linked Search' button, a text input field, and a 'Break Link' button. The second section contains a 'Link to Search' button and a text input field that already contains the value 'KEVANS288420'. The third section has a 'Create New Search' button, which is pointed to by a black arrow from the left side of the image.

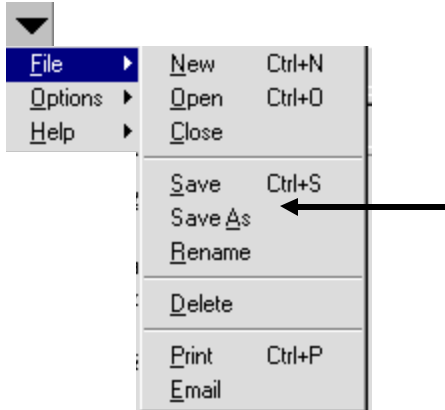
Note: Although you can link your search to a requisition, we will not be using this function. If there is a requisition in the “**Link to Search**” field, do not worry about it at this time. The system will display the last resume search name (Search ID) that was opened.

Copying a Requisition Under a New Name

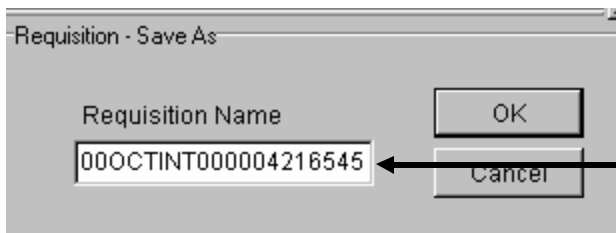
The original requisition number created from the Modern DCPDS RPA should always be used for the External Announcements. You may need to copy your requisition if recruiting from other sources (e.g., Internal, DEU, etc.). Follow the naming conventions in the User's Guide to Posting External/Internal Vacancy Announcements located at:

<http://www.afpc.randolph.af.mil/dpc/Staffing/Guides/Guides.htm>

1. Choose **Menu > File > Save As**.



2. The **Requisition – Save As** window opens.



Remember, all requisitions names must be 20 characters in length.

3. Click **OK**.

Tab - Overview

The Overview tab enables you to review your requisition information and make sure your requisition is complete. The Requisition Number will match the RPA number if flowed from Modern DCPDS. For the naming convention when recruiting multiple ways, refer to the User's Guide to Posting External/Internal Vacancy Announcements located at:

<http://www.afpc.randolph.af.mil/dpc/Staffing/Guides/Guides.htm>

Overview | Detail | Tracking | Custom | Notes | Resume Search | Post

Track to Candidate | | **Admin** | **Job** | **Tracking**

01MAYEXT7W0986010605

Administrative
 Recruiter:
 Status: Open
 Needed By: 5/25/2001
 HR Rep:
 Budgeted:
 Shift: 1st Shift
 Post: Yes
 Location: HANSCOM AFB MA (BEDFORD)

Status History
 5/23/2001 Pending
 5/23/2001 Open

Tracking

Field	Text	Date	Numeric
Ann Open Date		5/25/2001	
Ann Close Date		6/7/2001	
Bargaining Unit	AF1160		
Format			2
Grade/Level			5
Pay Basis	PA		
Pay Plan	GS		
Post Subject Ma	A - Office Automation		
Servicing Agenc	AF		
Servicing Offic	7W		
Source Post	2 External Announcement		
Target Grade/Le			5
Temp Employment	N		
Req Geo Locatio	1004		
Job Conditions	142		
Job Conditions	012		
Area of Conside	001		
Area of Conside	002		
Basis of Rating	100		
Basis of Rating	101		
EEO Statement	600		
How to Apply	500		
OPM Geo Locatio	0500		
OPM Job Condi	012		
OPM Job Condi	142		
Other Informati	400		
Part Time or Jo	No		
Pay Benefits an	200		
Post OPM	Yes		
Student Employm	N - Not Student Opport		
Who May Apply	S - Status		

Notes

Job
 09860003 LEGAL CLERK
 Type:
 Class: F
 Salary: 24609-31176
 EEO: C
 Description:
 SALARY RANGE: \$24,609 - \$31,176
 Complete position title: Legal Clerk (Office Automation)
 Skill: Qualified typist 40 wpm

PURPOSE OF POSITION: To receive visitors and to perform tasks in support of the Legal Assis Advocate function. The incumbent assists in providing legal assistance to active duty membe their dependents. Receives calls, greets and interviews clients to determine eligibility fo required. Determines if client should be referred to an attorney, civilian attorney, local

Rearranges the following information and moves it to the top of the Overview:

Admin – The recruiter, status, history, number of openings, post, budgeted, location, and shift information.

Job – The job information – type, title, class, and salary plus a job description.

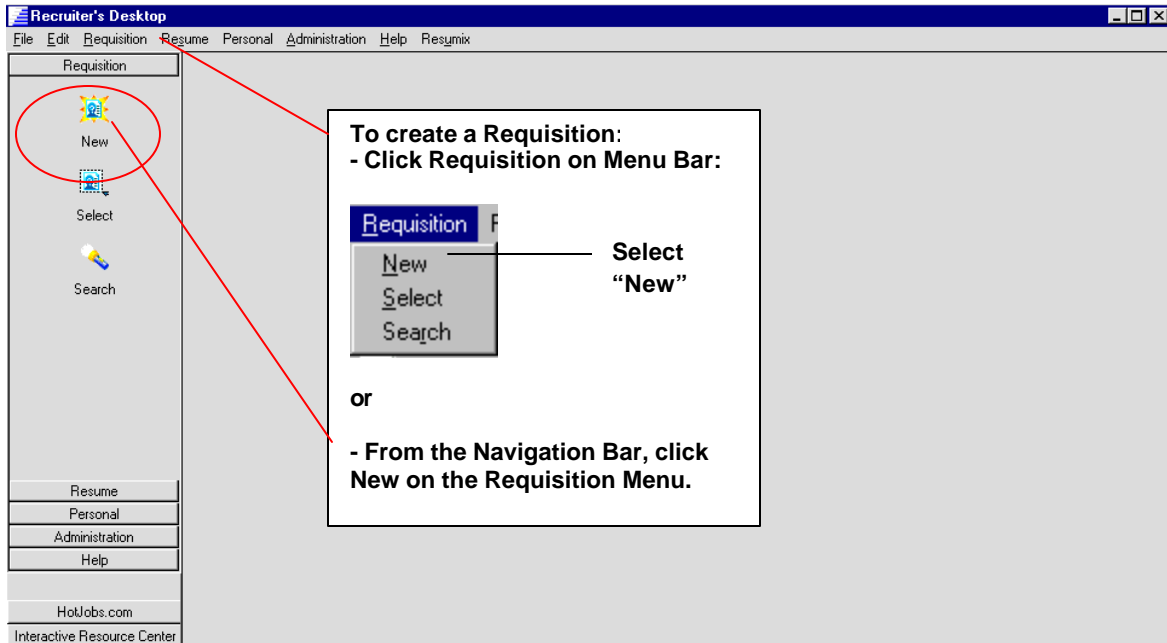
Tracking - The candidate name, actions, status, and date information.

Creating a Requisition Outside of Modern DCPDS

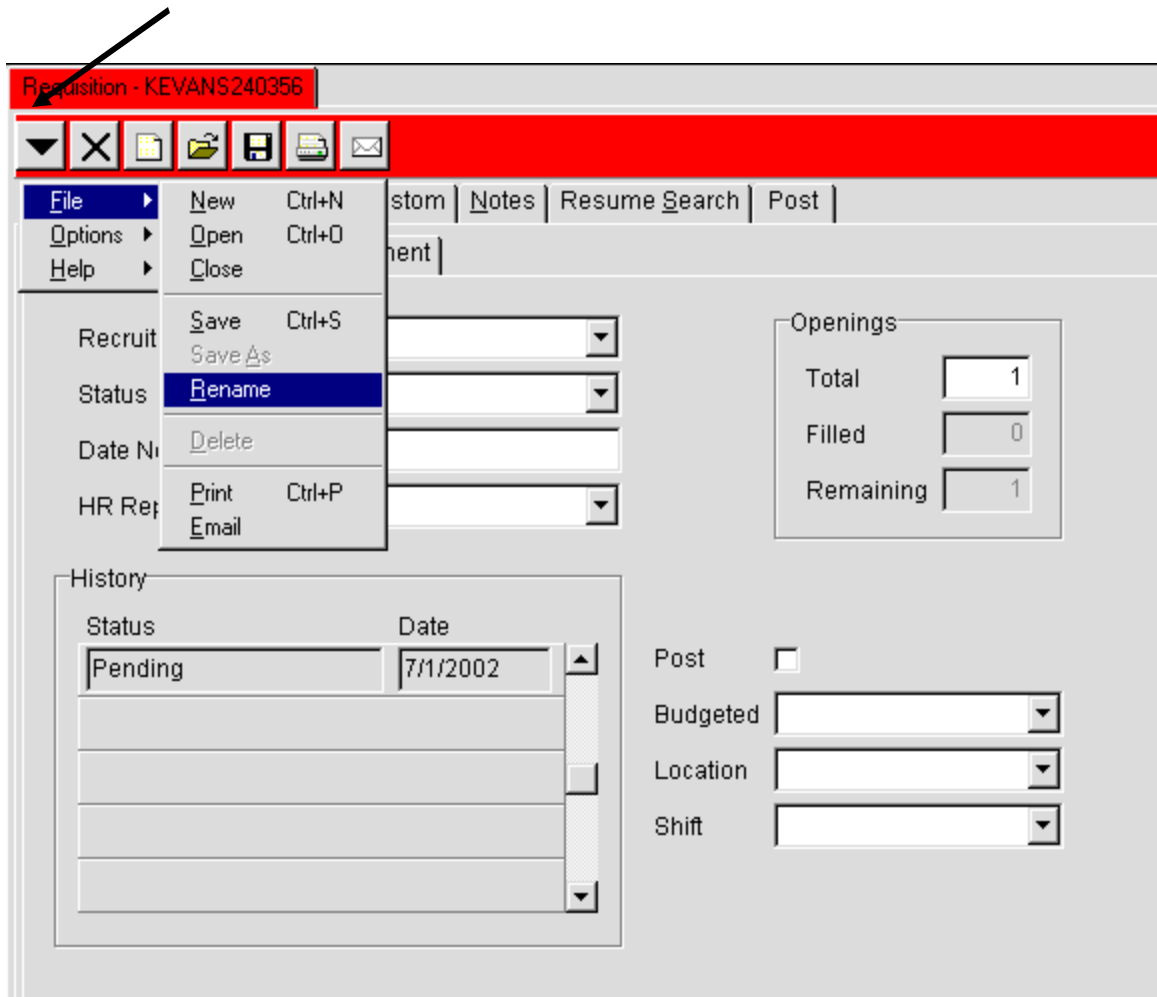
The following steps are for those users not operating in the Modern DCPDS or have an urgent need to create a requisition from scratch.

This functionality should be used only when Modern DCPDS is down for an extended period of time. Be cautious about using this capability, your audit trail is compromised when Modern DCPDS doesn't create the requisition.

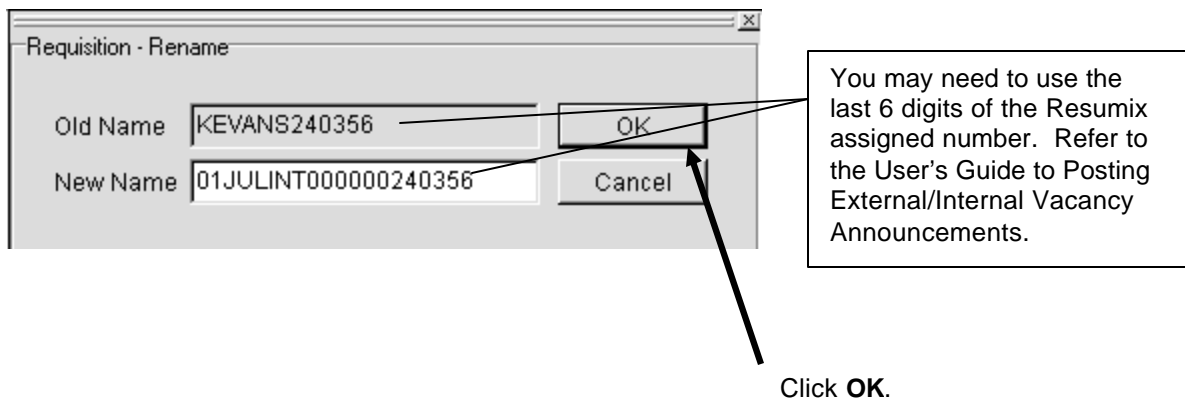
Step 1: From the Recruiter's Desktop:



Step 2: The Requisition window appears. Select **File > Rename**.



STEP 3: The Requisition Rename window appears. The New Name must follow the naming conventions found in the User's Guide to Posting External/Internal Vacancy Announcements located at:
<http://www.afpc.randolph.af.mil/dpc/Staffing/Guides/Guides.htm>



STEP 4: The new Requisition name will now appear on the Requisition Window. Complete all mandatory and optional data fields in the requisition using the User's Guide to Posting External/Internal Vacancy Announcements located at:

<http://www.afpc.randolph.af.mil/dpc/Staffing/Guides/Guides.htm>

Requisition - 01JULINT000000240356

Overview | **Detail** | Tracking | Custom | Notes | Resume Search | Post

Administrative | Job | Department

Recruiter:
Status: Pending
Date Needed:
HR Rep:

Openings
Total: 1
Filled: 0
Remaining: 1

History

Status	Date
Pending	7/1/2002

Post: ☐
Budgeted:
Location:
Shift:

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